



UNITED

STATES

BANKRUPTCY COURT
DISTRICT OF HAWAII

Case Management

CM / ECF

Electronic Case Files

STYLE GUIDE

This guide contains the preferred style practices for all users of the CM/ECF application in the District of Hawaii. The intention of the guide is to make everyone's task easier, whether they are entering data or inquiring into the CM/ECF database. The application of a common set of styles when creating docket entries results in information being captured and displayed in more uniform and predictable ways, thus reducing confusion and errors. In addition, style consistency is the key to efficient searches in the CM-ECF, since successful queries require very exact matches on search data including punctuation, abbreviations and upper or lower case.

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Style Conventions for Names

These style conventions apply to all names entered in the CM/ECF application.

1. Use upper and lower case for all names and capitalize the first letter in a proper noun.

Wallace David Smith, Jr.
United Services Fidelity and Guaranty

2. Use full name, if known, and enter in an abbreviated name as a d/b/a or a/k/a if needed.

Use the full name of an individual and enter the same name into CM/ECF. A full middle name is preferred to an initial. Use an initial only if the initial is the actual middle name or if you do not know the full name. Example: Mary Wen Chiu Robinson should be used instead of Mary W. C. Robinson if the full name is known.

If the debtor commonly uses an initial to replace a name, then put in that name as a a/k/a. Example: Enter Mary W. C. Robinson if this is the name that Mary Wen Chiu Robinson usually uses in business affairs.

Example: You are filing a petition for Glenn Allen Roy Smith who commonly uses the name Glenn A. R. Smith. Please use the full name on the petition and other pleadings and after entering the full name in CM/ECF enter Glenn A. R. Smith as an a/k/a.

3. Use appropriate punctuation and single spacing between all names and following initials and periods.

J. J. Jones
Smith, Inc.
C. W. Bradford, Ltd.
[Note however that U.S.A. should be entered without spaces.]

4. If you enter a name with accent marks within the name, enter the same name as an a/k/a without the accent marks. If a last name contains multiple words, put the name as correctly written and add the name without the spaces as an a/ka.

Example: Nohalani Pu'uhale. Enter this name with the correct accent, but also add the name Nohalani Puuhale [no accent marks] as an a/k/a.

Example: James Allen Van Der Veen. Put in the name as properly written and

add James Allen Vanderveen as an a/k/a.

Example: James Mc Coy – Also James McCoy as an a/k/a

5. When typing names that have hyphens, do not insert spaces.

Example: Mary Smith-Baker NOT Mary Smith- Baker.

6. If an individual does not have a middle name, leave that field blank.

Do not enter “NMN” (no middle name).

7. If a party has multiple names such as Audrey W. S. Alice Shimoto, add the extra names in the Middle Name box.

Last name: Shimoto

Middle name: W. S. Alice

First name: Audrey

8. Business names should be entered entirely in the Last Name box.

Do not use the First Name or Middle Name box when entering business names.

9. Do not use the ampersand sign – Write out “and”. Do not use other special characters, e.g., %, @ and avoid any other special characters.

B. & D. Company

Robert Smith, a/k/a “Rob”

10. Avoid abbreviations unless it is part of the official company name on the petition or pleading.

Ford Motor Company

NOT – Ford Motor Co.

First Federal Association

NOT – 1st Federal Assoc.

11. Enter U.S. and U.S.A. with punctuation but without any spaces between the letters. [Do not write out United States]

U.S. Department of Agriculture

U.S. Trustee

U.S. Attorney

U.S. Environmental Protection Agency

12. Titles— It is not necessary to put in titles [e.g., Mr., Mrs. Ms. etc] for debtors or other parties. We prefer that you not enter such titles. However, it is necessary to put in appropriate indications of **Generation** e.g., Jr., Sr., II, III, etc.

Adding Parties who already exist in the CM/ECF database.

If you are adding a party and the party is already listed but has a slightly different name, select that party and add the appropriate name as an a/k/a. Do not create a new party.

Example: You are filing a petition for Kalani Jason Allen Ahau. When you search for the name, you find that Kalani J. Ahau is already in the data base, and when you look at the social security number you realize that this is the same person. Do not add the person again because the name you are using is different. Simply add the name which you have as an a/k/a of the person already listed.

What if the party exists but the address or other information is not correct?

If you find that the party is already listed but the address or other information is no longer correct, select that party and then delete the information from the screen and replace with the correct information before accepting the party. The party information will be modified for this case only.

Party type.

Please be sure to display the proper party type for each individual or business entity. There is a drop down list with many options. The most obvious and most common are debtor, joint debtor and creditor.

Creditors.

Creditors often are often added to CM/ECF multiple times. Please choose a creditor name and address which matches your information and do not add a creditor because of minor variations and/or changes in the company name. Some creditors have requested that a specific address be used for all communications about bankruptcy cases. Please use this address. A “common creditor” address list can be found on the CM/ECF web page of the court and this will list all of these addresses.

Style Conventions for Addresses

These style conventions apply to all addresses entered in the CM/ECF application.

1. Abbreviate post office addresses without a space between the P and O.

P.O. Box 1359
P.O. Drawer 34321

2. Use digits for numbers in addresses.

3224 East 26th Street
425 6th Street
1 Valley Plaza

3. When there is a street address as well as a post office box address for a debtor, add only the post office address.

John J. Johnson
P. O. Box 1477
4218 Elmwood Lane *(Eliminate this line)*
Bentonville, AR 40453

4. When needed, use the second and/or third line of the address for building name, suite number, floor, firm name, or attention:

Arthur Andersen and Associates
Attention: Terri Brooks
John Hancock Building, Suite 2600
8723 Michigan Avenue
Chicago, IL 60604

5. If the address contains an apartment number or suite number, you may use the # sign in place of the word number or suite.

Barbara Bixby
322 West Shady Lane, # 334
Austin, TX 78701

6. Use c/o to indicate "In Care Of".

Manuel Ortega, Jr.
c/o Manuel Ortega, Sr.
6612 East 6th Street
El Paso, TX 79901

7. The city, state and zip must be the only information on the last address line unless the address is in a foreign country. See below.

8. Use the full ten digit zip code if at all possible.

9. Foreign addresses must have the full name of the post office and country of destination printed in capital letters.

EXAMPLES

Alfonso Diaz
Rio de Danubecy Rio Florido
CD. JUAREZ, CHIHUAHUA
MEXICO #1050

Jan A. Schmidt
Lindenveg Str. 23
33401 Heidelberg
GERMANY

Sgt. John Smith
C Company 237 Armor
Unit #21103, Box 512
APO AE 09014

10. Do not use any special characters in the address such as ~, ^, <, >, &, @ or fractions such as ½.

Creditor Matrix Specification for filing matrix in electronic format Page Setup

Margins (top, bottom, left, right) should be at least one (1) inch. Names and addresses should be left justified, i.e., flush against the left margin with no leading spaces.

Do not include page numbers, headers, footers, or any other information on the matrix.

The matrix must be a text [.txt] file when transmitted or submitted for filing.

Listing creditors

Do not include the debtor, attorney for the debtor, trustee or U.S. Trustee on the matrix.

List individual creditors putting last name first in alphabetical order: Example: Jones, Mary F.

Each creditor must be separated by at least one blank line.

All entries should conform to the style specifications in the Style Guide. Do not add creditors for which you have no address. Do not put ABC Corporation, Address unknown.

The name and address of each creditor must be five lines or less.

Each line may contain no more than 40 characters including spaces.

Account numbers or "attention" lines should be placed on the second line of the name / address.

City, state and zip code must be on the last line unless the address is in a foreign country. See comments in this Style Guide in the section Style Conventions for Addresses which you will find above.

Place a comma after the name of the City. Example: Chicago, IL

All states must be two-letter abbreviations.

Nine digit zip codes must be typed with a hyphen separating the two groups of digits.

Abbreviations

States & Territories

AL Alabama	MT Montana
AK Alaska	NE Nebraska
AZ Arizona	NV Nevada
AR Arkansas	NH New Hampshire
AS American Samoa	NJ New Jersey
CA California	NM New Mexico
CO Colorado	NY New York
CT Connecticut	NC North Carolina
DE Delaware	ND North Dakota
DC District of Columbia	CM N. Mariana Isl.
FL Florida	OH Ohio
GA Georgia	OK Oklahoma
GU Guam	OR Oregon
HI Hawaii	TT Palau
ID Idaho	PA Pennsylvania
IL Illinois	PR Puerto Rico
IN Indiana	RI Rhode Island
IA Iowa	SC South Carolina
KS Kansas	SD South Dakota
KY Kentucky	TN Tennessee
LA Louisiana	TX Texas
ME Maine	UT Utah
TT Marshall Island	VT Vermont
MD Maryland	VA Virginia
MA Massachusetts	VI Virgin Islands
MX Mexico	WA Washington
MI Michigan	WV West Virginia
TT Micronesia	WI Wisconsin
MS Mississippi	WY Wyoming
MO Missouri	

Geographic Directions

North = N.	Northeast = N.E.
South = S.	Southwest = S.W.
East = E.	Southeast = S.E.
West = W.	Northwest = N.W.

Street Designators

In general it is best to type out the entire name of the street designator.

If there is a necessity to abbreviate, use the following:

Avenue	Ave.
Boulevard	Blvd.
Highway	Hwy.
Interstate Highway	I.H.
Lane	Ln.
Street	St.
Road	Rd.

Searching For Parties

Make sure you search the CM/ECF data base for the party you want to add to a case. Use several Search Criteria:

Before adding any party to a case, search for that party using name, social security number or tax ID number "search clues" where appropriate. If the system finds the correct name, select it to help eliminate different versions of the same party name.

Even something as simple as "United States" can cause ambiguity if everyone is entering it differently. For instance, the style guide can help avoid "United States" being in the database also as "UNITED STATES", "U.S.", "US", "USA", "U.S.A.", or "U.S. of A."

Do not assume that a person or company will have exactly the name that you are using.

If you have a social security number, use it first. If you get nothing, then try a more general search by name. Do not be too specific: If you have the name Alex J. M. Shintani, search for all parties with the last name Shintani.

If you find the correct party, do not add that party again because the name does not exactly match the one you have been given.

If you find a party that has the same social security number and similar name, then you have found the right party. If the name you are using is different, then put that name in as an a/k/a before accepting the party.